

Career Center Workshop Schedules 2013



EAST VALLEY CAREER CENTER

735 NORTH GILBERT ROAD • SUITE #134 • GILBERT, AZ 85234
602.372.9700 TTY:602-372-9792

► WORKSHOP SCHEDULE EFFECTIVE: **APRIL 22, 2013** ◀

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| East Valley Career Center Morning | 9:00-11:30 JOB CLUB/ WHERE THE JOBS ARE 9:00-11:30 **COMPUTER BASICS | 9:00-12:00 RESUME INSTRUCTION | 9:00-11:30 BOOMERS & BEYOND: JOB CLUB 9:00 – 12:00 **CAREER ASSESSMENT AND EXPLORATION | 9:00-12:00 RESUME INSTRUCTION |
| | 1:00-4:00 **JOB SEARCH IN THE 21ST CENTURY | 1:00-4:00 **RESUME WRITING LAB (BRING FLASH DRIVE) (LIMITED TO PARTICIPANTS IN "RESUME INSTRUCTION" WORKSHOP) | 1:00-4:00 INTERVIEW TECHNIQUES 1:00 – 4:00 **CAREER ASSESSMENT AND EXPLORATION | 1:00-4:00 **RESUME WRITING LAB (BRING FLASH DRIVE) (LIMITED TO PARTICIPANTS IN "RESUME INSTRUCTION" WORKSHOP) |

****LIMITED TO 25 COMPUTERS**



WEST VALLEY CAREER CENTER

1840 N. 95TH AVE., SUITE 160, PHOENIX AZ 85037
602.372.4200 TTY:602.372.4261

► WORKSHOP SCHEDULE EFFECTIVE: **APRIL 22, 2013** ◀

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|---------------------------------------------|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| West Valley Career Center Morning | 9:00-11:30 JOB CLUB/ WHERE THE JOBS ARE 9:00-11:30 **COMPUTER BASICS | 9:00-12:00 RESUME INSTRUCTION | 9:00-11:30 BOOMERS & BEYOND: JOB CLUB (2 ND AND 4 TH WEDNESDAY) 9:00-12:00 **CAREER ASSESSMENT AND EXPLORATION | 9:00-12:00 RESUME INSTRUCTION |
| | 1:00-4:00 **JOB SEARCH IN THE 21ST CENTURY | 1:00-4:00 **RESUME WRITING LAB (BRING FLASH DRIVE) (LIMITED TO PARTICIPANTS IN "RESUME INSTRUCTION" WORKSHOP) | 1:00-4:00 INTERVIEW TECHNIQUES | 1:00-4:00 **RESUME WRITING LAB (BRING FLASH DRIVE) (LIMITED TO PARTICIPANTS IN "RESUME INSTRUCTION" WORKSHOP) |

****LIMITED TO 20 COMPUTERS**

Obtain a free pass to attend workshops at the front desk.

Passes for morning workshops are distributed beginning at 7:30 a.m. and noon for afternoon workshops.

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.
MWC products and services are made available through federal funding provided by the Workforce Investment Act;
serving employers by aiding job seekers; adults, dislocated workers and youth.